

## Job Announcement

The Asian Forum for Human Rights and Development (FORUM-ASIA) is looking for a dynamic, inspirational, and experienced professional committed to human rights, democracy, and sustainable development to lead our organisation with offices in Bangkok, Geneva, Jakarta, and Kathmandu as its **Executive Director**.

<b>Position</b>	Executive Director (ED)
<b>Location</b>	Bangkok, Thailand
<b>Employment Duration</b>	A three-year contract, subject to completing a satisfactory 6-month probationary period and with a possibility of renewal for another three years.
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• A competitive salary in local currency from US\$ 70,980 gross per annum (including 13th month salary)</li> <li>• Health Insurance</li> </ul>
<b>Deadline for Application</b>	23 December 2022, 18:00 (Bangkok time)

### **About the Organisation**

FORUM-ASIA is one of the largest membership-based human rights organisations in Asia, with 85 civil society members across 23 countries. FORUM-ASIA has been active in Asia and internationally since its establishment in 1991. FORUM-ASIA has been playing an important advocacy role at the UN Human Rights Council and with the ASEAN Intergovernmental Commission on Human Rights (AICHR). FORUM-ASIA works closely with its members operating at the grassroots level and engages in national-level advocacy in South Asia, East Asia and Central Asia.

FORUM-ASIA follows the basic principles of the human rights framework: universality; indivisibility; participation; accountability; transparency; and equity (or non-discrimination).

**To ensure its mission, vision and objectives are fully realised both internally and externally, FORUM-ASIA has defined, in a participatory process, the following core values for itself as an Organisation:**

- Transparency & Accountability
- Inclusion
- Relevance & Impact
- Creativity & Learning
- Safeguarding Wellbeing
- Empathy & Compassion

**...and our work is organised around delivering the following strategic goals:**

- Empowered civil society and marginalised communities by promoting and protecting human rights, civic space, and democracy in Asia; and
- Resilient civil society organisations and marginalized communities continue their work for human rights, civic space and democracy movements building in a safe and sustainable manner.

FORUM-ASIA is especially known and highly respected for its work to protect and support human rights defenders and for its work with national human rights institutions. FORUM-ASIA serves as the Secretariat of the Asian NGO Network on National Human Rights Institutions (ANNI). The organisation has increased its focus on the areas of environment and human rights, business and human rights and is committed to women's rights and bringing gender equality perspective in all its work

### **Required Qualifications**

The ideal candidate will have the following qualifications:

- A minimum of 10 years of relevant experience in the areas of human rights, democracy, justice, peace and sustainable development in Asia, of which a minimum of 5 years has been lead at the level of senior management or as a Director/Senior Management of, preferably, an international non-governmental organisation;
- Strong experience and expertise in organisational and human resource management, resource mobilisation and overall quality assurance of funding proposals and donor reports;
- Proven advocacy and leadership skills in civil society mobilisation in Asia;
- Knowledge of fundraising strategies and donor relations unique to the non-profit sector;
- Excellent communication skills in English and preferably at least one Asian language.
- Committed to the core values of human rights, with the utmost degree of integrity, professionalism, non- partisan, non-political and objective conduct.
- Proven ability to maintain effective interpersonal relationships in a multicultural, multi-ethnic Asian environment with sensitivity and respecting the diverse voices of Asian people and others.

### **Desired Additional Skills**

- Sound academic qualification, preferably a Master's Degree in relevant fields and relevant leadership certifications;
- Capability to interact at all levels within the organization;
- Ability to deliver in a high-pressure environment; and
- Ability to handle complex situations and multiple responsibilities simultaneously.

### **Application Procedure**

Interested candidates are requested to fill in the [Job Application Form](#), send it by email together with a cover letter and resume, and two recommendation letters to [ed\\_application@forum-asia.org](mailto:ed_application@forum-asia.org) by 23 December 2022, 18:00 hour Bangkok Time (UTC+7), stating Executive Director Application \_Your Full NAME" in the subject line.

**Only shortlisted candidates will be contacted for a written test and personal interviews.**

## **Job Description- Executive Director**

As the head of the Secretariat of FORUM-ASIA, the Executive Director (ED) will be responsible to lead and manage all offices, of FORUM-ASIA and serve as *ex officio* secretary of the Executive Committee (EC)

The Executive Director's specific roles and responsibilities will include the following.

### **Strategic Leadership**

1. Ensuring an enabling work culture and collegial and supportive team culture at the Secretariat;
2. Responsible for ensuring that all the tasks are conducted in a transparent, all-inclusive accountable and professional manner in consonance with the values and policies of FORUM-ASIA; and
3. Responsible for a strategic and unique positioning of the organization as an umbrella organization of civil society in the region.

### **Management Leadership**

Managing the Secretariat of FORUM-ASIA and all its offices, staff, programmes, and all day-to-day functions of the Secretariat;

Ensure the overall integrity, reputation and positive profile of the organisation, and its Secretariat;

Ensure the full implementation of all policies of FORUM-ASIA, including that in Governance Manual, Staff Handbook, the Financial Rules and Regulations (FRR), the Policy on Sexual and Gender-based harassment and the Environmental Sustainability Policy and Procurement Policy;

To lead and convene the Senior Management Team (SMT), consisting of the Director and other relevant staff in the organisation, which will be the decision-making body on all operational and programme- related matters of all offices of FORUM- ASIA. The Executive Director will lead the SMT in consonance with the Terms of Reference and the mandate of SMT and to ensure an all-inclusive decision-making process;

Implementation of all policy decisions taken by the General Assembly (GA), the Executive Committee (EC), in consultation with the Senior Management Team (SMT); and

Convening the EC meetings, according to the direction of the Chair, and providing all necessary logistical and substantive support to the meeting.

### **Organisational Management**

To represent FORUM-ASIA in different settings including high-level meetings with donor organisations and other external partners as well as during advocacy and strategic events;

Developing and maintaining a partnership with all member organisations and strategic partners in consultation with the SMT and providing active leadership in ensuring the participation of its members in the programmes of FORUM-ASIA;

Conduct periodic reviews and reflections of programmes, policies, and overall functioning of the organisation;

Managing the registration of the organisation and other legal issues in consonance with the decision of the Executive Committee and in regular consultation with the Chair of the Executive Committee, and SMT;

Assist the Chair and the Executive Committee in expanding its membership base in present countries or expanding the membership base to other countries in Asia;

Engage and communicate with the members of FORUM-ASIA and support the inclusion and participation of the members across all programmes of the organisation;  
Providing leadership, management and programmatic support to all networks hosted or supported by FORUM-ASIA, including but not limited to the Asian NGO Network on NHRIs (ANNI);  
Overseeing the financial, programmatic, and organisational reports periodically together with the Director and the Programme Managers;  
To ensure the development of staff performance plans, performance assessments and accountability of all staff; and  
Approve all publications of the organisation before they are published.

### **Human Resource Management**

1. To provide guidance and support in hiring, appointment, performance assessments and termination of staff under their supervision, in consultation with the SMT and the respective Programme team;
2. To report to the Chair and the EC on a quarterly basis regarding all appointments and cessation of staff contracts;
3. To consult with the Chair of the EC before deciding on any new position at the level of Director and get the consent of the Chair and decision of the Executive Committee before filling any new position at the level of Director; and
4. To ensure the safety and wellbeing of the Staff.

### **Resource Mobilization, Donor Relations, Representation and Financial Management**

1. Maintaining financial resources from existing donors and approaching and establishing partnerships with new donors to ensure the long-term sustainability of the organisation;
2. Ensuring long-term strategic and financial sustainability for FORUM-ASIA, including raising funds for the work of the Secretariat;
3. Effective management of programme, finances and human resources of the organisation;
4. To ensure the fiscal sustainability and integrity of FORUM-ASIA and for submission to the EC of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organisation;
5. To take lead in donor relations, donor reporting and effective delivery of the programmes and projects in consonance with donor agreements and contracts; and
6. Ensure financial sustainability, effective financial management and periodic audit of the organisation.